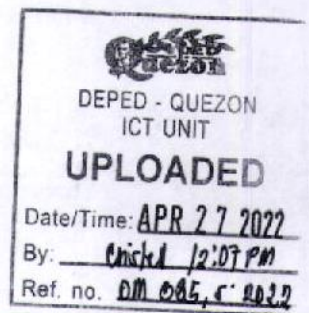




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



25 April 2022

DIVISION MEMORANDUM

DM No. 335, s. 2022

SEMINAR ON UPDATES OF ONE-TIME CLEANSING AND PROPER TAGGING OF PROPERTY, PLANT AND EQUIPMENT (PPE) ACCOUNT

To: Assistant Schools Division Superintendents
Division Chiefs
School Principal/School Head Representative Per District
Division Accountant
Elementary Schools Administrative Officer II
Division Inventory Committee
All Other Concerned

1. Relative to Regional Memorandum No. 21-179 dated April 28, 2021 for the implementation of Commission on Audit Circular No. 2020-006 dated January 31, 2020, this Office through the Supply Section and Division Inventory Committee will conduct a seminar on updates of One-Time Cleansing and proper tagging of Property, Plant and Equipment of this division.
2. Participants to this activity are the Elementary Schools Administrative Officers II, Division Inventory Committee, Division Accountant and one (1) Principal/School Head representative per district.
3. All participants of the 1st and 2nd **Congressional District** are expected to attend on **April 28, 2022** while the participants of 3rd and 4th **Congressional district** will be on **April 29, 2022** at Abelardo Hall, M.I. Sevilla's Hotel and Resort, Brgy. Domoit, Lucena City.
4. To ensure the safety of everyone, strict health protocols in accordance with the IATF guidelines will be enforced during the conduct of the program. There will be a Division Health Officer who shall strictly monitor the minimum public health standards and provide medical assistance, as necessary.

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5. Food accommodation expenses of the participants and Division personnel shall be charged against the HRD fund while the travel expenses shall be charged against local fund and/or or school/division MOOE, subject to usual accounting rules and regulations.

6. Immediate and wide dissemination of this Memorandum is highly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

supmcsr04/25/2022

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Enclosure to DM No. 385 s. 2022

Congressional District 1 (April 28, 2022)

No.	District/Municipality	Name of Participant	Position
1.	Burdeos	One (1) School Head of Burdeos district / <i>SIAGD</i>	
2.	Gen. Nakar I	One (1) School Head of Gen Nakar I district / <i>SIAGD</i>	
3.		Jade May Q. Paderagao	Administrative Officer II
4.		Maryjoy S. Flora	Administrative Officer II
5.		Liwayway Moises	Administrative Officer II
6.	Gen. Nakar II	One (1) School Head of Gen Nakar II district	
7.	Infanta	One (1) School Head of Infanta district	
8.		Jinielyn Morfe *	Administrative Officer II
9.		Rustom Masibay*	Administrative Officer II
10.		Dessery R. Mauhay*	Administrative Officer II
11.		Casiano O. Solera Jr.*	Administrative Officer II
12.		Arnold M. Mortiz*	Administrative Officer II
13.		Rizza Jan P. Del Valle*	Administrative Officer II
14.		Amy Torres *	Administrative Officer II
15.		Aleli Sollano*	Administrative Officer II
16.		Jammela Pano	Administrative Officer II
17.		Suzzette C. Avellaneda	Administrative Officer II
18.	Lucban	One (1) School Head of Lucban district / <i>sericio</i>	
19.		Sharon M. Venezuela	Administrative Officer II
20.		Raquel O. Venezuela	Administrative Officer II
21.		John Braynard E. Jardin	Administrative Officer II
22.		Bryan Ladines	Administrative Officer II
23.		Donnabelle Obleada	Administrative Officer II
24.	Mauban North	One (1) School Head of Mauban North district / <i>sericio</i>	
25.		Novie R. Odasco	Administrative Officer II
25.		Michelle Ignacio	Administrative Officer II
26.		Christian Emmanuel Balamban	Administrative Officer II
27.		Cecille Llamas	Administrative Officer II
28.	Mauban South	One (1) School Head of Mauban South district / <i>sericio</i>	
29.		Marilyn Caneo	Administrative Officer II
30.		Leslie Marie Salumbides	Administrative Officer II
31.		Nathaniel R. Lapuz	Administrative Officer II
32.		Abegail Q. Cadag	Administrative Officer II
33.	Pagbilao I	One (1) School Head of Pagbilao I district	

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34.		Famela Fontarum	Administrative Officer II
35.		Sarah Lyn Diala	Administrative Officer II
36.		Arlene M. Tolentino	Administrative Officer II
37.		Gloria F. Magtibay	Administrative Officer II
38.		Mildred E. Glorioso	Administrative Officer II
39.		Norvic Villania	Administrative Officer II
40.	Pagbilao II	One (1) School Head of Pagbilao II district	
41.		Czarina Gayle J. Mendiola	Administrative Officer II
42.		Ivy Dianne G. Pornobi	Administrative Officer II
43.		Jessica Tolenada	Administrative Officer II
44.		Gracel Morales	Administrative Officer II
45.		Kristoffer Oineza	Administrative Officer II
46.	Panukulan	One (1) School Head of Panukulan district	
47.		Princess Mari Joy Dela Carzada	Administrative Officer II
48.	Patnanungan	One (1) School Head of Patnanungan district	
49.		Jennelyn J. Llaneta	Administrative Officer II
50.		Irene Lucas	Administrative Officer II
51.	Jomalig	One (1) School Head of Jomalig district	
52.	Polillo	One (1) School Head of Polillo district	
53.		Monalyn M. Ortillano	Administrative Officer II
54.		Christine Joy Avellano	Administrative Officer II
55.	Real	One (1) School Head of Real district	
56.		Anna Carina Bautista	Administrative Officer II
57.		Ruel A. Sungduan	Administrative Officer II
58.		Rhona May A. Radan	Administrative Officer II
59.		Arren Joy M. Lopez	Administrative Officer II
60.	Sampaloc	One (1) School Head of Sampaloc district	
61.		Riza S. Lalunio	Administrative Officer II
62.		Marygold S. De Chavez	Administrative Officer II

*will be transferred to April 29, 2022 due to conflict of schedule

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Congressional District 2 (April 28, 2022)

No.	District/Municipality	Name of Participant	Position
63.	Candelaria East	One (1) School Head of Candelaria East district	<i>Sergio</i>
64.		Maribel Mercado	Administrative Officer II
65.		Nichole Anne V. Pagayon	Administrative Officer II
66.		Estrella T. Caril	Administrative Officer II
67.		Ronald M. De Ramos	Administrative Officer II
68.		Sidinuelle Y. Aguila	Administrative Officer II
69.		Raymond Adante	Administrative Officer II
70.		George S. Concepcion	Administrative Officer II
71.		Merry Cris T. Pabillar	Administrative Officer II
72.		Milagros I. Paderon	Administrative Officer II
73.		Danria Paulette Z. De Mesa	Administrative Officer II
74.	Candelaria West	One (1) School Head of Candelaria West district	<i>Sergio</i>
75.		Zarah Ciel M. Nañez	Administrative Officer II
76.		Ma. Christine Joyce N. Dudas	Administrative Officer II
77.		Emmanuel O. Go	Administrative Officer II
78.		Univerze V. Arellano	Administrative Officer II
79.		Jovelyn S. Jabola	Administrative Officer II
80.	Dolores	One (1) School Head of Dolores district	<i>Sergio</i>
81.		Marren A. Brucal	Administrative Officer II
82.		Mariah Sushmita Tenorio	Administrative Officer II
83.	San Antonio	One (1) School Head of San Antonio district	
84.		Annabelle Bacon	Administrative Officer II
85.		Yeza E. Ballestra	Administrative Officer II
86.	Sariaya East	One (1) School Head of Sariaya East district	<i>Sergio</i>
87.		Melody C. Quintua	Administrative Officer II
88.		Mary Joyce Nadres	Administrative Officer II
89.		Mildred M. Embradora	Administrative Officer II
90.		Leah Kristine G. Glorioso	Administrative Officer II
91.		Anna Jean M. Ogerio	Administrative Officer II
92.		Donald Luistro	Administrative Officer II
93.		Florencia D. Lagarile	Administrative Officer II
94.		Joanne Dural	Administrative Officer II
95.		Jenilyn P. Licardo	Administrative Officer II
96.		Cristina Macapia	Administrative Officer II

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97.	Sariaya West	One (1) School Head of Sariaya West district	
98.		Cerise Anne Cedan	Administrative Officer II
99.		Denise Mabulay	Administrative Officer II
100.		Ma. Antonia C. Salazar	Administrative Officer II
101.		Sharon I. Obordo	Administrative Officer II
102.		Michelle Malijan	Administrative Officer II
103.		Shiela Mendoza	Administrative Officer II
104.		Joana Rose Dinglasan	Administrative Officer II
105.		Claudine Gayle Almendras	Administrative Officer II
106.		Jermalyn Hutamares	Administrative Officer II
107.		Girlie F. Solina	Administrative Officer II
108.		Ma. Aleli M. Awa	Administrative Officer II
109.		Ronil Gilbuena	Administrative Officer II
110.		Russell S. Rodriguez	Administrative Officer II
111.	Tiaong I	One (1) School Head of Tiaong I district	
112.		Mica Angelita Pasia	Administrative Officer II
113.		Christine A. Bihis	Administrative Officer II
114.		Edwin T. Castillo	Administrative Officer II
115.		Vina Marie S. Adriano	Administrative Officer II
116.		Carmen Liezl G. Rodel	Administrative Officer II
117.		Ma. Adela Mendoza	Administrative Officer II
118.	Tiaong II	One (1) School Head of Tiaong II district	
119.		Karyl R. Peñaroyo	Administrative Officer II
120.		Jerome Jorvina	Administrative Officer II
121.		Joanna Sarah C. Envase	Administrative Officer II
122.		Lilibeth L. Castellano	Administrative Officer II
123.		Reynon B. Tolentino	Administrative Officer II
124.		Mark Jonnel Ilagan	Administrative Officer II
125.		Venus Briones	Administrative Officer II
126.		Vince Angelo Dedace	Administrative Officer II
127.		Mylene Espino	Administrative Officer II

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Congressional District 3 (April 29, 2022)

No.	District/Municipality	Name of Participant	Position
128.	Buenavista I	One (1) School Head of Buenavista I district	
129.		Mary Joyce S. Zamora	Administrative Officer II
130.	Buenavista II	One (1) School Head of Buenavista II district	
131.	Catanauan I	One (1) School Head of Catanauan I district	
132.		Mary Keith Mignonette P. Apolar	Administrative Officer II
133.		Cherie Rose A. Aranza	Administrative Officer II
134.		Reynaldo C. Reyes	Administrative Officer II
135.		Ruth Ann A. Cantara	Administrative Officer II
136.	Catanauan II	One (1) School Head of Catanauan II district	
137.		Renieca Camille G. Lloren	Administrative Officer II
138.		Jean C. Timan	Administrative Officer II
139.		Cristine R. Cabangon	Administrative Officer II
140.	General Luna	One (1) School Head of General Luna district	
141.		George B. Gozo	Administrative Officer II
142.		Marianne A. Forbes	Administrative Officer II
143.		Jhoana May Wariza	Administrative Officer II
144.	Macalelon	One (1) School Head of Macalelon district	
145.		Ameicel A. Hutalla	Administrative Officer II
146.	Mulanay I	One (1) School Head of Mulanay I district	
147.		Jaypee Robles	Administrative Officer II
148.	Mulanay II	One (1) School Head of Mulanay II district	
149.		Arvin Zeta	Administrative Officer II
150.		Colleen Ciara Rosales	Administrative Officer II
151.	Padre Burgos	One (1) School Head of Padre Burgos district	
152.		Aireene Ursabia	Administrative Officer II
153.		Precious Gonzales	Administrative Officer II
154.		Lorena Navalta	Administrative Officer II
155.	Agdangan	One (1) School Head of Agdangan district	
156.		Ronaldo P. Asilo	Administrative Officer II
157.	Pitogo	One (1) School Head of Pitogo district	
158.		Abegail F. Sevia	Administrative Officer II
159.		Geo Lincoln Zoleta	Administrative Officer II
160.	San Andres	One (1) School Head of San Andres district	
161.		Bonifacio Samontina	Administrative Officer II
162.		Zhairra Mae E. Arguelles	Administrative Officer II

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163.		John Lester Lucban	Administrative Officer II
164.		Gomar Mendreje	Administrative Officer II
165.	San Francisco I	One (1) School Head of San Francisco I district	
166.		John Lester Mallari	Administrative Officer II
167.		Jun Rodney Landicho	Administrative Officer II
168.		Bryan Fernandez	Administrative Officer II
169.	San Francisco II	One (1) School Head of San Francisco II district	
170.		Gineveve Marin	Administrative Officer II
171.		Irish Perez	Administrative Officer II
172.	San Narciso I	One (1) School Head of San Narciso I district	
173.		Jeric G. Pelobello	Administrative Officer II
174.		Maychelle Te	Administrative Officer II
175.		Norlito M. Frias	Administrative Officer II
176.	San Narciso II	One (1) School Head of San Narciso II district	
177.		Minette R. Mendevil	Administrative Officer II
178.	Unisan	One (1) School Head of Unisan district	
179.		Richelle Pareja	Administrative Officer II
180.		Aiza L. Berador	Administrative Officer II
181.		Reallyn D. Mores	Administrative Officer II

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Congressional District 4 (April 29, 2022)

No.	District/Municipality	Name of Participant	Position
182.	Alabat	One (1) School Head of Alabat district	
183.		Helen A. Maranan	Administrative Officer II
184.	Atimonan I	One (1) School Head of Atimonan I district	
185.		Rosvyl Claudia E. Esposo	Administrative Officer II
186.		Maria Viola R. Manila	Administrative Officer II
187.		Loudemegie M. De Luna	Administrative Officer II
		Bea Renilla L. Maralit	Administrative Officer II
188.	Atimonan II	One (1) School Head of Atimonan II district	
189.		Arlene Carina A. Rico	Administrative Officer II
190.		Ruby Jane B. Sotelo	Administrative Officer II
191.		Nikkochea A. Ayala	Administrative Officer II
192.	Calauag East	One (1) School Head of Calauag East district	
193.		Dianne T. Tolentino	
194.	Calauag West	One (1) School Head of Calauag West district	
195.		Paul Marvin V. Samson	Administrative Officer II
196.		Donald Fontanosa	Administrative Officer II
197.		Loreza T. Araño	Administrative Officer II
198.		Bryan Joshua A. Merjudio	Administrative Officer II
199.		Cristine Castillo	Administrative Officer II
200.	Guinayangan North	One (1) School Head of Guinayangan North district	
201.		Madonna M. Nicolas	Administrative Officer II
202.	Guinayangan South	One (1) School Head of Guinayangan South district	
203.		Joel Pille	Administrative Officer II
204.	Gumaca East	One (1) School Head of Gumaca East district	
205.		Irish B. Cueto	Administrative Officer II
206.		Ma. Crisela Moreno	Administrative Officer II
207.		Seigfred Jan M. Aguilar	Administrative Officer II
208.		Mary Rose S. Amolar	Administrative Officer II
209.		Yoninah R. Ibal	Administrative Officer II
210.	Gumaca West	One (1) School Head of Gumaca West district	
211.		Zara Jessica D. Pasta	Administrative Officer II
212.		Jamaica Kariza M. Gaspar	Administrative Officer II
213.		Paul Harvey M. Martinez	Administrative Officer II
214.	Lopez East	One (1) School Head of Lopez East district	
215.		Marizelle Luna	Administrative Officer II

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216.		Revelyn M. De Asis	Administrative Officer II
217.	Lopez West	One (1) School Head of Lopez West district	
218.		Roselea C. Arenal	Administrative Officer II
219.		Jaymar Angelo V. Samson	Administrative Officer II
220.		Verna A. Mayorga	Administrative Officer II
221.		John Louven Marasigan	Administrative Officer II
222.		Ma. Karen E. De Guzman	Administrative Officer II
223.	Perez	One (1) School Head of Perez district	
224.		Kyzl V. Avistado	Administrative Officer II
225.	Plaridel	One (1) School Head of Plaridel district	
226.		Lerna A. Mapaye	Administrative Officer II
227.	Quezon	One (1) School Head of Quezon district	
228.		Janine A. Amandy	Administrative Officer II
229.	Tagkawayan I	One (1) School Head of Tagkawayan I district	
230.		Beejay Zabala	Administrative Officer II
231.		Eva Canaco	Administrative Officer II
232.		Mary Rose L. Pabustan	Administrative Officer II
233.	Tagkawayan II	One (1) School Head of Tagkawayan II district	
234.		Luisito S. San Diego	Administrative Officer II

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SCHOOLS DIVISION OF QUEZON PROVINCE

DIVISION OFFICE PERSONNEL PARTICIPANTS

Inventory Committee:

Chairman: GREGORIO A. CO, JR., Assistant Schools Division Superintendent
Vice-Chairman: Maria Dolores D. Atienza, Administrative Officer V, - Gumaca & SDO
George D. Aguila, Administrative Officer IV - Property and Supply,
Real & Catanauan

Members:

Semi-Expendable Items & PPE:	Hazel B. Salibio, ADAS III – Accounting Richard E. Vedaño, ADAS III – Accounting
Building & Other Infrastructure:	Engr. Ramir O. Arbolente, Engineer III Arvin P. Repaso, PDO II - DRRM Wilbert B. Porteza, ITO I
ICT-related Materials & Equipment:	Ronnjemmele A. Rivera, Librarian II
Books and Learning Materials:	Arlene M. Tolentino, AO II
Service Vehicle and Parts:	Laarni Rose R. Gutierrez, EPS
CID Representative:	Danica V. Jaranila, ADAS II
SGOD Representative:	Kristoffer O. Oineza, AO II
OSDS Representative:	Maria Cecilia S. Rodriguez, AO II
Secretariat:	Michelle D. Pornobi, ADAS III

ALL SUPPLY SECTION PERSONNEL





Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

**CONDUCT OF SEMINAR ON PROPERTY TAGGING OF PPE
& UPDATES ON ONE-TIME CLEANSING**

April 28, 2022

Venue: Abelardo Hall, M.I. Sevilla's Hotel & Resort, Brgy. Domoit, Lucena City

TIME	SESSION/ACTIVITY	FACILITATOR/SPEAKER
7:00 – 8:00 AM	Registration	
8:00 – 9:00 AM	Preliminaries	National Anthem, Opening Prayer, Energizer
	Presentation of Participants Adm Officer II & (1) School Head Per District	<ul style="list-style-type: none">• 1st District Participants• 2nd District Participants
	Opening Remarks	Maria Dolores D. Atienza Administrative Officer V
	Inspirational Message	OIC-SDS Elias A. Alicaya Jr. and ASDS Gregorio A. Co Jr.
9:00 – 12:00 PM	Introduction of the Speaker	
	SEMINAR PROPER - Updates on COA Circular - One Time Cleansing	Lloyd Allan D, Mitra Administrative Officer IV/ Supply Officer – SDO Batangas
LUNCH BREAK		
1:00 – 3:00 PM	Introduction of the Speaker	
	SEMINAR PROPER - Property Tagging of PPE & Semi-Expendables	Lloyd Allan D, Mitra Administrative Officer IV/ Supply Officer – SDO Batangas
3:00 – 4:30 PM	Open Forum, Activity Workshop (Question and Answer)	
	Reminders/Evaluation Link	
4:30 – 5:00 PM	Closing Remarks & Closing Prayer	George D. Aguila Supply Officer II

DEPEDQUEZON-SGO-HRD-04-001-004



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SCHOOLS DIVISION OF QUEZON PROVINCE

**CONDUCT OF SEMINAR ON PROPERTY TAGGING OF PPE
& UPDATES ON ONE-TIME CLEANSING**

April 29, 2022

Venue: Abelardo Hall, M.I. Sevilla's Hotel & Resort, Brgy. Domoit, Lucena City

TIME	SESSION/ACTIVITY	FACILITATOR/SPEAKER
7:00 – 8:00 AM	Registration	
8:00 – 9:00 AM	Preliminaries	National Anthem, Opening Prayer, Energizer
	Presentation of Participants Adm Officer II & (1) School Head Per District	<ul style="list-style-type: none">• 3rd District Participants• 4th District Participants
	Opening Remarks	Maria Dolores D. Atienza Administrative Officer V
	Inspirational Message	OIC-SDS Elias A. Alicaya Jr. ASDS Herbert D. Perez
9:00 – 12:00 PM	Introduction of the Speaker	
	SEMINAR PROPER - Updates on COA Circular - One Time Cleansing	Juris E. Samsaman Administrative Officer IV/Supply Officer -SDO San Pablo City
LUNCH BREAK		
1:00 – 3:00 PM	Introduction of the Speaker	
	SEMINAR PROPER - Property Tagging of PPE & Semi-Expendables	Juris E. Samsaman Administrative Officer IV/Supply Officer -SDO San Pablo City
3:00 – 4:30 PM	Open Forum, Activity Workshop (Question and Answer)	
	Reminders/Evaluation Link	
4:30 – 5:00 PM	Closing Remarks & Closing Prayer	George D. Aguila Supply Officer II

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